



ABCR Renewal Notice 2019

Basic Requirements for Renewal

All ACCR's are scheduled to lapse on **September 30, 2019**. The license must be renewed prior to this lapse date to continue working in court reporting and to avoid additional fees. To be eligible for renewal, a licensed court reporter must hold a valid, active ACCR; submit a completed and signed renewal application and required fee(s); and meet Continuing Education (CE) requirements. Please see the next page for CE requirements.

Fees and Penalties

The renewal application fee is \$200. If renewal is made after September 30, 2019, it will be classified as a late renewal with a required late fee. For late renewals received in October the late renewal fee is \$40 for a total of \$240. For late renewals received in November the late fee is \$80 for a total of \$280. So, it is very important that your renewal application be made prior to October 1, 2019 to avoid late penalties and to continue to provide court reporting services. The late renewal window closes on November 29, 2019. An individual with an expired license would then have to make new application for ACCR including meeting all current licensing requirements. Further, any individual who practices with a lapsed or an expired license shall be subject to penalties.

When to Renew

The license renewal application is available now at www.abcr.alabama.gov for all ACCR's. Although you have until September 30, 2019 to renew on-time without late penalty, you are strongly encouraged to renew promptly to allow for sufficient processing time (to be reflected on the online license roster and complete audit requirements if you are selected for random CE audit). Although court reporting services may not be performed with a lapsed license, late renewals are made available until November 29, 2019 with an additional late fee.

Online Renewal Application Process

Items Needed: When you go to www.abcr.alabama.gov to renew, you will need the following information: license number; last four digits of your Social Security Number; payment information (debit or credit card: Visa, MasterCard, Discover, or American Express accepted); and printer availability (to print your receipt and renewed license certificate).

Address Updates/Name Changes: Name, address, and employer changes are required to be reported to ABCR within 30 days of the change [Rules 257-X-2-.01 (1),(2), and (3)]. It is important that the most recent information regarding mailing address, telephone numbers, employer(s), and e-mail address are updated as part of your license maintenance. If you have a change to report, you will be required to complete a Change of Information Form located at www.abcr.alabama.gov (under the "Forms" tab). This required form with proof of legal name change (copy of marriage license, divorce decree, or court document) with the required \$25 Change of Information Fee (check or money order made payable to ABCR) be mailed to the ABCR office. Name, address and employer changes should be made prior to completing your online renewal. Address and name changes, as well as employer information, will be included in the information verified by the Board in the course of an audit [Chapter 257-X-2-.01(4)].

Continuing Education (CE): As part of the renewal process you will be required to affirm completion of the CE requirements. Make sure you know you have already obtained the required CE for renewal prior to attesting under oath and penalty of law that you have indeed met all of these requirements at the time of your online renewal application. You will not have to submit documentation of CE unless you are audited. A percentage of renewal applications are randomly audited by the online provider of the renewal application. Please ensure you check your online notices during the course of your renewal application for notification of CE audit. If you are not able to print your renewed certificate from the renewal application, this is typically due to being selected for audit. Please see the next page for CE requirements.

Renewal Verification: Upon completion of your renewal application, you will be able to print your receipt and your renewed certificate. It is imperative that you print both of these items prior to exiting the online renewal program. These two documents will serve as proof of your completed renewal. Please allow approximately 24-48 hours for ABCR's online roster to reflect your updated expiration date. ABCR's online license roster is considered primary source verification and is suitable for employers to check for license renewals.

Online Renewal Tips: It is recommended that you use a computer rather than a mobile device to renew online. Also, a color printer is recommended. If you experience any technical difficulties with the online renewal program including on-line payment, please contact Alabama Interactive at support@alabamainteractive.org.

Continuing Education Requirements

It is important that every licensed court reporter read Chapter 257-X-6 Continuing Education of the Rules and Regulations (available in its' entirety at www.abcr.alabama.gov under the Rules tab) before renewing their license. The below information is only a generalized summary of some of the Rules and Regulations regarding Continuing Education.

Most licensees will need 5 hours of continuing education (CE) relevant to the practice of court reporting to renew their license. Additional CE hours obtained may be rolled over to the next renewal for up to thirty-six (36) months [Rules 257-X-6-.01 (1)]. Individuals whose initial license date fell after October 1, 2018, will not be required to obtain CE for their first license renewal [Rules 257-X-6-.01(4)].

CE Sponsors and Programs as defined in Rule 257-X-6-.03 include the following: The National Court Reporters Association (NCRA); The National Verbatim Reporters Association (NVRA); The Alabama Court Reporters Association (ACRA) or any state court reporters association whose course or program has been approved for CE credits under the guidelines of NCRA; Any Computer users group whose program or course has been approved for CE credits under the guidelines of NCRA; A city, county, state or federal judicial body responsible for coordination and presentation of CE courses or programs for its employees; A university or college course or audit education program that contributes directly to the court reporter's knowledge, ability or competence to perform his/her duties; Any school, college or university, state agency, or any other person, firm or association that has been approved by ACRA to coordinate and present CE courses and programs in conjunction with this section; and all courses approved by the Alabama State Bar for continuing legal education.

Any of the following are acceptable proof of compliance with CE Requirements:

1. An NCRA, ACRA, or NVRA CE Transcript Report.
2. For non-members acquiring CE at NCRA, ACRA, or NVRA conventions or meetings an approved punch card, punch letter, sign in sheet, certificate of completion, grade card or letter from the course provider with an original signature.
3. For CE acquired outside of a NCRA, ACRA, or NVRA convention or meeting a certificate of completion or letter with Pre-Qualification ID Number provided to the sponsor by NCRA, ACRA, or NVRA.
4. An official transcript from a college or university.
5. A certificate of completion or letter from a city, county, or federal judicial body providing CE to employees.
6. Official letter from NCRA proving passage of a higher certification test as defined in Chapter 257-X-6-.02(1)(f).
7. Official letter from NCRA proving participation in an Oral Histories Project.
8. Official letter or qualifying certificate from Realtime Coach, a stenographic university, or similar program approved by NCRA proving participation in said program or speed contests (limited to 2.5 hours per renewal period).

It is the licensee's sole responsibility to ensure that all CE credits are acquired from approved sponsors or programs, or that the coursework will be approved upon submission to the approving organizations, in advance of the licensee's participation in the CE Program. The Board will accept no responsibility for disputes or discrepancies concerning CE approvals between licensees, sponsors and/or the approving organizations.

What to Do If You are Audited

CE audits are randomly selected by the online renewal application provider. Should you be notified during the course of your license renewal that you have been selected for CE Audit, your renewal cannot be processed until the required proof of CE is received in the ABCR office. Please follow the below steps if audited.

1. Read the "Instructions for Completing Continuing Education Report" available at www.abcr.alabama.gov under the "Forms" tab;
2. Submit a completed "Continuing Education Report Form" available at www.abcr.alabama.gov under the "Forms" tab. This form must be completed and signed by the licensee and all supporting documents for CE must be attached. This form (with copies of proof of CE) should be mailed to the following address: ABCR; P.O. Box 241565; Montgomery, AL 36124-1565
3. Please allow ten days for your audit to be processed. You will be contacted by ABCR if there are any deficiencies or questions regarding your CE Audit. Your license will be renewed upon approval of your CE Audit and you will be mailed a renewed certificate. Your renewed license will be reflected on ABCR's online roster approximately 24-48 hours following your CE Audit approval.
4. If after reviewing the CE Reporting Form with Instructions and the Chapter on CE under the "Rules" tab at www.abcr.alabama.gov, you have any follow up questions, please contact the ABCR office at abcr@leadership-alliance.org.